


DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

☒ New RFP ☐ OTR ☐ CO ☐ SS ☐ BW ☐ Emergency 

☐ Re-Bid ☐ Other LIVING WAGE APPLIES: YES ☒ NO

Requisition/Project No: RFP 797

TERM OF CONTRACT: 10 years with 2 five-year options-to-renew

Requisition/Project Title: Development and Operation of 4 Mini-Soccer Complexes

Description: Development, operation, and maintenance of Mini-Soccer Complexes (with soccer fields and concessions) at various County parks.

User Department(s): Park, Recreation and Open Spaces

Issuing Department: ISD Procurement Contact Person Andrew Zawoyksi Phone: (305) 375-5663

Estimated Revenues: \$90,000/yr (Revenue-generating) Funding Source: N/A (Revenue-generating) REVENUE GENERATING: Yes

ANALYSIS

Commodity/Service No: <u>906-72, 925-61, 988-63</u>		SIC: <u> </u>	
Trade/Commodity/Service Opportunities			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History</div>			
EXISTING		2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <u> </u> Yes <u> </u> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed:  Andrew Zawoyksi, CPPPO

Date to SBD: October 12, 2011

Date Returned to DPM:

2.1 Introduction

Miami-Dade Parks, Recreation and Open Spaces (PROS) is one of the busiest and largest leisure service agencies in the United States. Each year, 25 million people use PROS's system to safely recreate, enjoy nature, become more physically fit, and to connect with neighbors, friends, and pets. PROS currently has an inventory of forty-five (45) regulation soccer fields. In addition, a mini-soccer complex with five full-sized soccer fields, four state-of-the-art 5 vs. 5 soccer fields, a walking trail, stage area, a soccer village and bleachers; car parking is independently operated at Kendall Soccer Park through a lease agreement. A number of organizations have partnership agreements to operate youth soccer leagues and tournaments at County soccer fields year round. There are more than 10,000 children that play soccer as a part of a community-based organization (CBO) program and more than 5,000 adults that play in various adult leagues.

The County is seeking proposals from experienced and capable parties to develop, operate, and maintain a Mini-Soccer Complex(es) (hereinafter referred to as the "Complex") within select County-owned park sites (see Section 2.2 Site Description). The selected Proposer(s) shall provide a safe, high quality and customer-oriented operation with well-maintained equipment and experienced staff, and offer diverse programs and services normally associated with the soccer industry.

Proposers may submit proposals for one, more than one, or for all Complexes (up to four). Separate proposals are to be submitted for each of the four Complexes (including payment to the County information Form B-1). The four complexes will be evaluated separately. The County may issue one or more than one award to a Proposer.

2.2 Site Description

The County has identified the below park sites for this solicitation:

- A) Amelia Earhart Park (401 E. 65 Street, Hialeah, FL, 33013)
- B) Homestead Air Reserve Park (27401 SW 127 Avenue, Homestead, FL, 33032)
- C) Tropical Park (7900 SW 40 Street, Miami, FL, 33155)
- D) West Kendall District Park (15951 SW 120 Street, Miami, FL, 33186)

Amelia Earhart Park, Homestead Air Reserve Park and Tropical Park have the geographic capacity and existing infrastructure (parking, utilities, and/or restrooms) in close proximity or adjacent to the identified development sites. West Kendall District Park has the geographic capacity to accommodate development of a Complex; however, it does not have the necessary infrastructure and will require additional capital investment. The selected Proposer shall be responsible for all costs associated with the Complex(es). There are no County funds available for the development/maintenance/operation of these Complexes. Site maps for each of the above facilities are included as Attachment A. The sites are provided in as-is condition.

All information provided by PROS (such as site maps, surveys, etc.) is for information and reference purposes only; it is the proposer's responsibility to conduct due diligence and verify field conditions for accuracy prior to proposal submission.

2.3 Qualifications

The selected Proposer and/or its subcontractors (as applicable) should have:

- a minimum of five (5) years diverse experience in mini-soccer programs, including 5 vs. 5 mini-soccer
 - knowledge of business operations and the legal requirements associated with this type of operation
 - knowledge and ability to:
 - install and maintain six (6) 5 vs. 5 mini-fields
 - install and maintain field specifications (turf, boards, netting, etc.) and lighting*
 - experience in the design, permitting, construction, and operation of a Complex
 - adequate financial capacity to develop the site and maintain operations
- * All field specifications and lighting must be approved by PROS.

2.4 Design

The County desires that the selected Proposer develop site plans for the Complex that best utilizes the space of the park, is consistent with the theme of the park, and fully complies with all applicable building and zoning codes and PROS's current Development Rider (see Attachment B). The selected Proposer shall also obtain all necessary approvals and permits for construction and infrastructure improvements, as applicable.

A Mini-Soccer Complex shall generally consist of at least six (6) "mini-soccer" fields; each field should not exceed 30 yards x 40 yards. The selected Proposer shall provide turf comparable to the type typically utilized for these types of fields. The actual number of fields and field specifications for any site shall be determined by the selected Proposer, subject to PROS approval.

2.5 Construction and Facility Improvements

The County desires that the selected Proposer construct fields, install appropriate lighting and irrigation systems, as applicable, and improve the site as necessary, with supporting infrastructure required for a successful mini-soccer operation, such as a concession area, restrooms, locker rooms, office space, and parking (hereinafter referred to collectively as "improvements"). Concessions may include, but are not limited to, sale of food, beverages, or sports/recreational merchandise, and rental of the latter. The selected Proposer(s) may request use of existing facilities (where applicable) or shall include the improvements as part of its capital development plan.

The Selected Proposer shall:

1. Perform all construction and improvements in compliance with all applicable building codes (including Florida Building Code Chapter 11 ADA), Miami-Dade County Implementing Order 8-8 Sustainable Buildings Program, PROS's current Development Rider. The selected Proposer shall obtain all necessary permits and approvals. PROS approval of the design and plans must be obtained prior to submission to the applicable building and/or zoning department.
2. Develop a final comprehensive timeline for the development of the supporting infrastructure, including the construction phase schedule and cost estimates for the supporting infrastructure and the required furnishings, fixtures and applicable equipment. *The timeline and cost estimates are due to the County within 30 days after approval of the selected Proposer's design and concept.*

3. Assume all costs associated with the improvements and installations. All such improvements and installations shall become the property of the County at the termination of any agreement as a result of this Solicitation.
4. Complete the construction and begin full operation not later than 365 days after obtaining all required permits. In the case that delays are beyond the control of the selected Proposer, the County may, at its sole discretion, grant a written extension. This time frame can be adjusted depending on the development presented.
5. Install landscaping that enhances the aesthetic beauty and coexists with the natural flora of the Park. The landscaping maintenance shall be the responsibility of the selected Proposer. Landscaping shall be subject to PROS approval.
6. Performed all construction in accordance with F.S. Section 255.05.

2.6 Operation and Quality of Services

The selected Proposer shall operate a high quality and customer-oriented mini-soccer program in a manner normally associated with this industry.

A) The selected Proposer shall:

1. Provide an operation that is safe and customer-oriented with prompt complaint resolution by well-trained and professional staff.
2. Provide high quality customer service and reasonably adjust program and service offerings to meet customer demands, including establishing regular hours of operation and a program schedule prior to each soccer season, subject to approval by PROS.
3. Provide all services and concessions at fees and prices approved by PROS. Such services, types of concessions, and charges may be modified only by written request of the selected Proposer to PROS and upon approval by PROS. Such approval shall be in writing at least 30 days prior to implementation of the modification.
4. Pay for all operating expenses, including utilities, associated with the day-to day operations of the Complex.
5. Install and maintain signage as approved by PROS. At a minimum, signage shall include hours of operation, fees, and required safety guidelines.
6. Supply and maintain an Operations manual to be approved by PROS.
7. Have an emergency evacuation plan and hurricane plan, to include how the selected Proposer shall secure the site in the event of a hurricane.
8. Ensure that employees are distinctively uniformed so as to be distinguishable as the selected Proposer staff and not PROS employees.
9. Promote other parks' offerings (other Complexes) through marketing and the quality provision of all concession services with the highest level of service to the public.
10. Ensure the Complex remains in safe, clean, and usable condition on a daily basis, to include, but not be limited to, maintaining all athletic field turf, equipment, fencing, and

the concession area, as well as performing regular trash removal, mowing, line-trimming, chemical treatment application of the soccer fields and associated grounds, etc., as applicable, at its own expense.

11. Take proper care of the facilities/maintenance of fields and use the same in a careful manner and shall, at its own expense, repair County property or facilities damaged by its (or its subcontractors') operations.
 12. Store equipment on site in designated areas only. The County will not be responsible for any loss or damage of the selected Proposer's equipment or supplies.
 13. Provide a concession operation during normal hours to serve park patrons.
 14. Utilize an electronic cash register for all transactions. The cash register must have the ability to produce "Z" reports (i.e., sales totals for each day) and "X" reports (i.e., sales totals at any given time); run dual tapes, or have the ability to print out an itemized account of each transaction each day; and print the date and time on journal tape and on each individual sales receipt.
 15. Develop a process for coordinating requests from the public or outside entities requesting use of the Complex (e.g., for games, tournaments, or training purposes).
 16. Provide free mini-soccer clinics annually, organized by the selected Proposer, in coordination with PROS.
 17. Employ a qualified, full-time on-site manager or designee who will be available during normal business hours and be on call, at all times, for emergencies or other matters related to the Complex.
 18. Provide additional services (and any associated fees) by mutual agreement of the selected Proposer and PROS.
- B) PROS reserves the right to schedule special events that may preclude the Complex from operating during a given event. PROS will use reasonable efforts to notify the selected Proposer as early as possible of these special events, but in no event later than two weeks prior to the special event. PROS may also close the parks during inclement weather conditions.
- C) All activities and operations of the selected Proposer must conform to and comply with Chapter 26, Park and Recreation Rules and Regulations and Article 7 (See Attachment C) of the Charter of Miami-Dade County, as well as the applicable rules and regulations of the respective parks.

2.7 Background Screening

In accordance with Miami-Dade County Ordinance No. 08-07 titled Chapter 26, Park and Recreation Department Rules and Regulations, Article III, The Shannon Melendi Act (See Attachment D), all selected Proposer's personnel and volunteers that will provide any service at the Complex or related activities must be in compliance with the requirements set forth under the Act prior to the scheduled start of employment or volunteerism.

2.8 Payments to the County

The selected Proposer shall pay the County an initial rent, a guaranteed monthly rent, and a percentage of monthly gross receipts. The payments shall be provided as follows:

1. Initial Rent

The selected Proposer shall pay the County an Initial Rent for the period between the Lease Effective Date and the Date of Beneficial Occupancy (after improvements) for the Complex.

2. Guaranteed Monthly Rent and Percentage of Monthly Gross Receipts

After the Date of Beneficial Occupancy and through the termination date of the Agreement, the selected Proposer shall pay the County:

a) Guaranteed Monthly Rent

The selected Proposer shall pay a Guaranteed Monthly Rent to the County on the first day of each month as of the Date of Beneficial Occupancy (after improvements) for the Complex.

and

b) Percentage of Monthly Gross Receipts

In addition to the Guaranteed Monthly Rent, the selected Proposer shall pay the County on a monthly basis a Percentage of Gross Receipts, for revenue from the sale of all goods and services provided at the Complex as of Date of Beneficial Occupancy (after improvements) for the Complex.